



Job Description

COMMUNICATIONS COORDINATOR

SUMMARY: Reporting to the Director of Development, the Communications Coordinator oversees Bresee's org-wide communications efforts, storytelling capabilities, and elevates the digital and social presence of the organization. Working hand in hand with the development department and programs, the Communication Coordinator strategizes on unifying messaging, highlights client and staff stories, and produces quality materials for distribution. The role is pivotal in developing public relations and marketing materials such as press releases, blog posts, and newsletters.

ESSENTIAL JOB ACTIVITIES AND RESPONSIBILITIES: The essential job activities described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Seek out and produce media that tells Bresee success stories across all programs
- Draft and coordinate press releases, as needed
- Collaborate with partners on press conferences, as needed
- Develop and maintain press database
- Manage schedule and content for social media posts
- Develops and produces short videos for distribution
- Collaborates with departments on event photography
- Produce needed content for website
- Produce written stories for Bresee's website, e-newsletters, and take photos and create videos that highlight our work with youth and families
- Ensure the distribution of monthly or as needed e-newsletters
- Lead the development of annual report, partnering with Technology Coordinator
- Collaborate with Bresee's Tech Coordinator as needed on graphics
- Attend Bresee program events as requested to take photos and videos (occasional evening and weekends will be requested)
- Assist with annual fundraising events messaging, run of show, and coordination of media and photography

EDUCATION/EXPERIENCE/QUALIFICATIONS: The requirements listed below are representative of the knowledge, skill, and/or ability required:

- Hold a Bachelor's degree from an accredited college or university with an emphasis in filmmaking and/or multimedia; will consider a Master's Degree

- Two years of work experience in a multimedia capacity or two years of teaching experience in providing multimedia computer training.
- Demonstrate computer expertise in industry-standard filmmaking programs (i.e. Final Cut X, Adobe Premiere Pro, Abbott Media) as well as other multimedia software programs.
- Demonstrate computer competency with Microsoft Office tools including Word, Excel, PowerPoint; Google applications and email applications; and database systems.
- Have experience working with urban youth and families, demonstrate sensitivity to multicultural issues, and be comfortable working in multicultural, urban environment.
- Must have excellent English verbal and written communication skills.
- Must have outstanding teamwork, interpersonal relationships, and active listening skills.
- Must have good organizational and time management skills.
- Able to set priorities and organize daily workload to meet deadlines, program goals, and requirements.
- Be highly organized, with attention to detail and accuracy.
- Able to efficiently process multiple projects at a time without sacrificing the quality of work.
- Demonstrate flexibility when new assignments or changes are introduced.
- Able to work independently but also function effectively as part of a team.
- Able to follow directions and work well with others.
- Be self-motivated, reliable, and function as an active team player.
- Be a collaborative problem solver.
- Able to take initiative with minimal supervision.
- Able to exercise good judgment, discretion, and confidentiality when interacting with clients.
- Must support Bresee's procedures and policies.
- Able to clearly articulate Bresee's message and program-specific information.
- Must follow program-specific requirements and policies.
- Must submit to and successfully pass a criminal history background check.
- Must understand and support Foundation's *Vision, Mission, and Values Statement*.

PHYSICAL DEMANDS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit, stand, walk, bend, lift and carry objects, and drive. Job requires frequent verbal and written communication. Computer, telephone, copier, fax, and camera and video equipment use are required.

WORKING LOCATION: Location is based on a percentage of where work time is spent. In office 90%, out of office 10%. Indoors 80%, outdoors 20%.

HOURS AND BENEFITS: This position is part-time, 20 hours per week, occasional weekend and morning/evening hours will be necessary. Benefits include sick and vacation days, PTO, and holidays. **Hourly rate range: \$20 - \$25**

TO APPLY: Submit cover letter, resume and writing sample to jobs@bresee.org with the Subject Line: Communications Coordinator position opening.

Candidates will be reviewed on a rolling basis, so please submit early. Resumes submitted without a cover letter and writing sample will not be reviewed.

Bresee is an equal opportunity employer committed to a diverse and inclusive workforce. In addition, the organization will consider for employment qualified applicants with criminal histories in a manner consistent with the requirements of the Los Angeles Fair Chance Initiative for Hiring.